



EMPLOYMENT OPPORTUNITY ADVERTISEMENT

Zuni Housing Authority
P. O. Box 710 - 104D Avenue
Zuni, New Mexico 87327
Phone: (505) 782-4550

www.pozha.org

ZHA-2023-002

Announcement No.

January 17, 2023

Announcement Date

January 26, 2023

Closing Date

POSITION:

TENANT ACCOUNTANT

Pay Level and Hourly Rate:

Level 6 (\$14.33)

DEPARTMENT AND LOCATION:

Executive Department, Blackrock, NM

SUMMARY

The Tenant Accountant performs duties related to receiving payment and posting amounts to ZHA rental tenant and homebuyer accounts, and making any necessary adjustments to these individual ledger accounts. Monitor and perform all Tenant Accounts Receivable operations for the ZHA while maintaining sound professional customer services.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to perform basic math skills.
2. Knowledge of accounting principles and practices.
3. Ability to communicate both orally and in writing with ZHA clients and outside agencies.
4. Skilled in handling and receipting cash.
5. Knowledge of providing sound professional customer service and customer satisfaction.
6. Knowledge of administrative clerical procedures and systems such as word processing, managing files and records and other office procedures.

EDUCATION AND EXPERIENCE:

1. Associate of Applied Science (AAS) in accounting with two (2) years work related experience.
2. OR High School diploma with four (4) years work related experience.

WORK ENVIRONMENT:

1. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photo copiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

1. Employee is required to regularly sit, use hands, fingers, reach with hands and arms and talk or hear.

SPECIAL WORKING CONDITIONS

Incumbent is subject to pre-employment and annual background checks. This position requires pre-employment and random drug tests for the duration of employment.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position and work hours are Monday - Thursday (7: 00 am to 6:00 pm)

TRAVEL

This position requires some travel.

AAP/EEO STATEMENT

ZHA provides Equal Employment Opportunity (EEO) and complies with the Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA). ZHA provides preference for Zuni Tribal Members, Native American and Veterans of the United States Military

OTHER

Note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPLICATION INSTRUCTIONS: (Please do not remove job posting).

Applications can be obtained at the Zuni Housing Authority Administration Building at 104D Avenue, Blackrock and the ZHA website at www.pozha.org